	RACE ADMINISTRATION CHECKLIST			

i.	AT LEAST 3 MONTHS PRIOR TO RACE			
	TASK	**RESPONSIBLE PERSON(S)**	**COMMENTS**	**COMPLETED (DATE)**
1	Propose race			
2	Choose a location			
3	Choose a distance			
4	Define purpose of race			
5	Identify possible sponsors			
6	Secure event date			
7	Map course			
8	Purchase race insurance			
9	Attain race permit		Contact local police	
10	Secure finish line services (if outsourcing)			

II.	2 MONTHS PRIOR TO RACE			
	TASK	**RESPONSIBLE PERSON(S)**	**COMMENTS**	**COMPLETED (DATE)**
1	Open online registration			
2	Decide on types of awards and depth of awards			
3	Generate race flyer			
4	Print fliers for mail-out and general distribution		Enough for race day too	
5	Establish t-shirt or other race paraphernalia design			
6	Organize with t-shirt company			
7	Order race numbers			
8	Send general race information to CSR website, CSR newsletter, and Facebook		Copy of race information should be sent to CSR web-site	
9	Place race flyers around town			
10	Begin lining up volunteers			
11	Measure and mark course		RRCA, USAT, USATrack and Field	
12	Contact any businesses involved in the race.			
13	Send special race PR to newspaper, web sites, TV, and radio			

III.	1 MONTH PRIOR TO RACE			
	TASK	**RESPONSIBLE PERSON(S)**	**COMMENTS**	**COMPLETED (DATE)**
1	Call to make sure EMS is on-site for emergencies.			
2	Order water, Coke, and sports drinks			
4	Order beer			
3	Determine if Port-a-Lets are necessary			
5	Send extended race PR to newspaper, radio and TV			
6	Line up cyclist to lead the race			
8	Generate an enlarged course map			
9	Collect race bag items			
10	Secure supplies need for race day			
	PA system			
	Start horn			
	Safety pins			
	Pens and highlighters		For race day registration and packet pick-up	
	Tables			
	Water jugs and cups		For finish line and any water stations on course	
	Ice chests			
	Trash cans and bags			
11	Find race marshal/celebrity			
12	Enlist race announcer			
13	Find video/camera person			
14	Secure transportation		For point to point races	

IV.	1 WEEK BEFORE RACE			
	TASK	**RESPONSIBLE PERSON(S)**	**COMMENTS**	**COMPLETED (DATE)**
1	If handling finish line, prepare finish tags, placement boards, stands			
2	If outsourcing finish line, confirm finish line services			
3	Order t-shirts for registered runners, sponsors, volunteers, and extras (if having some available to race day registrants)		Deadline set by t-shirt company	
4	Close online registration		Right before t-shirt deadline	
5	Stuff race bags (numbers, safety pins, shirts, etc.)			
6	Hold volunteers meeting			

	TASK	RESPONSIBLE PERSON(S)	COMMENTS	COMPLETED (DATE)
7	Confirm finish line services, port-o-lets, police			
8	Mark course (1 day before)			
9	Charge clock (night before race)			

V.	**1-3 HOURS BEFORE RACE**			
	TASK	**RESPONSIBLE PERSON(S)**	**COMMENTS**	**COMPLETED (DATE)**
1	Pick up CSR trailer or race equipment.			
2	Buy ice			
3	Receive Coke, water, sports drink, beer			
4	Ice down drinks			
5	Coordinate volunteers (course monitors, finish line, food, scoring, registration)			
6	Coordinate with announcer for the race			
7	Fill water jugs			
8	Set up any water tables needed along the course		Cups, jugs, trash cans, trash bags	
9	Set up registration tables (one for pre-registered and one for race day registration)		Safety pins, pens, race packets, entry forms, t-shirts	
10	Display posters/banners (CSR, sponsors, Powerade, Coke, Budweiser, etc)			
11	Put out on-site entry forms and legal waivers			
12	Put out other event flyers			
13	Put out post race food and drinks		If there is fruit, brings knives to cut it	
14	Post enlarged photocopy of race course			
15	Introduce yourself to the police and explain the course			
16	Set up clock and male/female gates at the finish line			
17	Put out mileage markers on the course			
18	Locate and test starting horn or gun			
19	If there are cash awards, place payments in envelopes			
20	Begin race day registration/packet pick-up one hour before race		Cash box and change should be available	
21	Set up finish line area (clock, flags, arch, race tags, water, sports drink)			
22	Set up scoring area near finish line (boards, stands, tables, pens, box for tags)			
23	Set up awards table			

VI.	**RACE**			
	TASK	**RESPONSIBLE PERSON(S)**	**COMMENTS**	**COMPLETED (DATE)**
1	Start race as close to time as possible			

	TASK	RESPONSIBLE PERSON(S)	COMMENTS	COMPLETED (DATE)
2	Check with police before starting the race			
3	Give pre race instructions to runners			
4	Draw for any door prizes as awards are being completed			
5	Organize awards ceremony			
6	Give out finish tags until completion of race			
7	Compile results in age categories			
VII.	**POST-RACE**			
	TASK	**RESPONSIBLE PERSON(S)**	**COMMENTS**	**COMPLETED (DATE)**
1	Clean up after race			
2	Thank volunteers			
3	Return equipment			
4	Get results to CSR			
5	Write thank you note to owner and staff of business(s) and sponsors			
	MINIMAL LIST OF EQUIPMENT NEEDED FOR MOST RACES			
1	Tables - 6			
2	Finish chutes 8 poles, stands			
3	Race tags			
4	Score boards and stands - male/female			
5	Water jugs - 3			
6	Cups - 300			
7	Trash cans / trash bags - 3			
8	Traffic cones - 10 to 12			
9	Pens and finish tag box			
10	Clock and stand			
11	Speaker system			
12	Age group results sheets - male/female			
13	Ice chests - 2			